

JOB TITLE: Solid Waste Director

SW/1

DEPARTMENT: Solid Waste, Rutherford County

JOB SUMMARY: This position plans, organizes, and directs employees, facilities and equipment for the collection, transportation, and disposal of solid waste, including recyclables.

MAJOR DUTIES:

- o Insures compliance with a variety of federal, state, and local laws and regulations regarding the use of landfill and the disposal of solid wastes.
- o Responds to citizen complains concerning landfill operations.
- o Plans and implements marketing programs for the solid waste and recycling system.
- o Develops and administers the department budget.
- o Hires, trains, assigns, supervises, evaluates, and disciplines personnel.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of solid waste management principles and practices.
- o Knowledge of the principles and practices of public administration.
- o Knowledge of solid waste disposal operations equipment.
- o Knowledge of supervisory techniques.
- o Knowledge of department policies and procedures, county ordinances and codes, and state and federal regulations regarding solid waste collection and disposal.
- o Knowledge of county ordinances, policies, and procedures, including budgeting and purchasing practices.
- o Skill in planning, organizing, and prioritizing work.
- o Skill in conducting research and preparing reports.
- o Skill in problem solving and decision making.
- o Skill in dealing with the public and interpersonal relations.

- o Skill in the operation of solid waste disposal equipment.
- o Skill in operating a vehicle and two-way radio.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include county ordinances, relevant state and federal laws and regulations, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied supervisory and technical solid waste management duties. The need to follow complex and detailed environmental regulations contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to plan, coordinate, and oversee solid waste management activities for the county. Successful performance helps ensure efficient department operations and a safe, clean environment for county residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, state agency representatives, elected officials, representatives of other local governments, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, motivate or influence persons, resolve problems, and negotiate or settle matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office or at the county landfill. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemical, and cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision Shop Supervisor(1), Mechanic (1), Litter Control Officer (1), Scale Operator/Administrative Secretary (2), Transfer Station Supervisor (1), Heavy Equipment

Operator (3), Senior Truck Driver (1), Truck Driver (2), Convenience Center Supervisor (1), Convenience Center Attendant (1) and other part-time personnel.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain State of North Carolina certification as a Certified Landfill Operator.